INTENSIVE LEVEL SURVEY

Standard Operating Procedures

Utah State Historic Preservation Office (Revised 1/2007)

Intensive level surveys involve three separate tasks: (A) research on the property and its owners, (B) documentation of the property's physical appearance, and (C) completion of the Historic Site Form. Instructions for each of those tasks are given below.

A. RESEARCHING THE PROPERTY

First, check to see whether the building has already been documented. The Office of Preservation at the Utah State Historical Society has a database and files on thousands of buildings throughout the state. If there is no information for the building in the file, or if it is incomplete, you should check the following sources to complete the documentation:

- 1. Tax file (County Assessor's Office. Many counties have tax file information, including tax photos, online; check county websites or call the county office for more information) -- Obtain the tax serial number from the ownership plat maps and have the clerk pull the file for that property. The most important item in the file is the legal description of the property, though there also may be an estimated date of construction (don't trust it completely), an old photograph of the building, and perhaps other structural information.* You may wish to photocopy the tax file in order to have a copy of all that information for future reference. At a minimum, you should copy down the name and address of the current owner and the legal description of the property, preferably on the Title Search Form. You will use the legal description to research the ownership of the property, as explained in #2. (*Salt Lake County has moved many of its old tax files to its Records Management and Archives department, so check there if you can't find anything in the regular tax file. It is a good idea to check here anyway since old assessment files may contain an early photograph of the property and floor-plan outlines).
- 2. Title abstracts (County Recorder's Office) -- The title abstract records are organized by plat, block, and lot numbers for properties in incorporated areas; township, range, and section designations are used for unincorporated areas. Research all the transactions involving the property specified in the legal description, noting the dates, names of buyers and sellers, dollar amounts, and types of transactions (warranty deed, quit claim deed, mortgage, etc.). Copy the information of the important transactions onto the Title Search Form. Important transactions are those that involve the actual change of ownership or that might indicate when the building was constructed or altered. Indications of a construction date are the first relatively large mortgage or the dramatic increase in the selling price of the property. It is not necessary to copy down all of the later mortgages, tax sales, releases, etc. You may begin your search with the current owner and work your way back to the beginning, or vice versa. Some properties are easier to research from past to present and others from present to past.
- 3. Sanborn Maps -- (The Utah History Research Center (UHRC) (historyresearch.utah.gov) at the Utah Historical Society has a list of available maps and where they are located. Most are also available on microfilm at the UHRC and also online at http://www.lib.utah.edu/digital/sandborn/index.html). These fire insurance maps were drawn for more than 75 communities in Utah, many as early as the 1880s, and were updated approximately every decade through the 1920s with some updates into the 1940s and later depending on the community. The maps show each building on the principal residential and commercial blocks, and they are color coded to indicate the various construction materials. By comparing the maps from different years, you can establish an approximate date of construction and can determine approximately when and what types of changes have been made to the building and surrounding property.

- 4. Building permits (Salt Lake City only) 1890-1927, UHIC; after 1927, State Archives -- These give the date the permit was issued, the address of the property, the estimated cost of construction, a brief description of the building, the name of the owner, and sometimes the names of the architect and builder. They are arranged in chronological order; some, however, have recently been organized by address as well.
- **5. Newspapers** (UHRC and university libraries) -- Newspapers for many Utah communities are on available on microfilm and also online at the Utah Digital Newspapers archive at http://www.lib.utah.edu/digital/unews/. Common newspaper sources include:
 - a. Small town newspapers -- These are generally weekly newspapers. Information about the construction of major buildings in the community--schools, churches, public buildings, commercial buildings--usually appears on the front page. References to the construction of houses are often found in the "local" column.
 - b. <u>Deseret Weekly News</u> -- The construction of buildings and other happenings in many small towns were reported in this newspaper during the 1850s-1900. An index available at the USHS Library makes it easy to locate relevant articles.
 - c. Large city newspapers -- Daily newspapers, such as the <u>Deseret News</u> and the <u>Salt Lake Tribune</u>, usually have a real estate section in which most of the important construction news appears. Information about the construction of individual houses is also given, though not on a consistent or complete basis. Advertisements in this section by builders and real estate firms are also useful sources of information, often highlighting recently completed buildings.
 - d. Annual "List of Buildings" for Salt Lake City -- These appear in the January 1st issue of the <u>Salt Lake Tribune</u> from 1889 until 1899. The lists give the location, cost, brief description, and name of the owner of each building constructed during the previous year.
 - e. "List of Buildings" for Ogden -- This list is the same as that described above for Salt Lake City. However, it appears only one time--<u>Salt Lake Tribune</u>, January 1, 1892, p. 39 (for buildings constructed in 1891).
- 6. Architects File (Historic Preservation Office) -- Information about many of the architects and builders in Utah are included in this file, along with lists of some of the buildings they designed or constructed. Actual drawings of historic buildings are extremely rare since most houses were not individually designed by formally educated architects. Even the drawings of many of Utah's prominent architects are unavailable. The best collection of historic architectural drawings is in Special Collections at the U of U Marriott Library. They are organized under each architect's name, so you must determine who the architect of the building is before you begin searching for specific drawings. The UHRC also has a few architectural drawings (check at main desk).
- 7. Biographical information on owners can be found in the following sources:
 - a. City directories (larger cities only) -- These annual listings provide the names, addresses and occupations of almost everyone in the city. They are arranged alphabetically by name in the early years, but from 1924 on they are organized by both name and address. Directories are useful in verifying when a house was built and whether the owner lived in it himself or rented it out (UHRC and other libraries).
 - b. State gazetteers -- These annual volumes include virtually every community in the state, but unlike city directories, they do not give home addresses and usually list only businessmen (UHRC and other libraries).
 - c. Biographical index -- Arranged alphabetically by name, this card catalog references names found in publications at the UHRC.
 - d. "Mormons and Their Neighbors"—a two volume reference set that provides names and in what biographical/historical references information for them is found.

- e. Biographical encyclopedias such as "Pioneers and Prominent Men," "Utah's Distinguished Personalities," etc. (UHRC and other libraries) contain information about many of the prominent individuals in Utah.
- f. Genealogical records (available online at websites such as http://landing.ancestry.com) or at the LDS Church Family History Library, or from family records)
- g. Census schedules (available on microfilm at UHRC and university libraries) -- These list each member of the household, dates of birth and marriage, occupations, etc. In the 1900 and 1910 census schedules the address of each household is also sometimes given. Census schedules are arranged by county and city and are available for each decade from 1850 to 1910 (1890 excluded).
- h. Family histories -- Written histories, journals, letters, etc. are sometimes available from family members. Verbal accounts from the family and others associated with the property are also often useful. Davis Bitton's, "Guide to Mormon Diaries and Autobiographies" is a good source to check for copies available in library special collections and archives.
- i. Obituary Index (available on microfilm at UHRC, university and genealogical libraries) -- Indexes obituaries in the <u>Salt Lake Tribune</u> and the <u>Deseret News</u> from 1850 to 1970. The <u>Salt Lake Tribune</u> is also indexed separately from 1940 to the present. If the person you are researching is from a small town, you may wish to see if the obituary in the local newspaper is more detailed.

B. DOCUMENTING THE BUILDING

1. Photographs -- The <u>minimum</u> requirement is two photographs of the building, one from a front corner (showing primarily the main facade) and one from the opposite rear corner. Photographs from these oblique angles should give fairly complete coverage of the building's exterior. If there are outbuildings on the property you should photograph them as well.

Photographs are acceptable in two formats: standard film or digital images. For **standard film**, photographs may be either color slides or black-and-white or color prints (3-1/2" x 5" or larger prints are preferred, but contact prints are acceptable for the black-and-white). Polaroids are not acceptable. You may wish to take both color slides and black-and-white prints as slides can be used for presentations, and prints for publications and future National Register nominations. **Digital photographs** should be printed on photographic paper in 4"x 6" prints or larger. These should be printed out on glossy, high-quality photo paper in black and white. A CD/DVD-ROM with all the images (in color) should be submitted along with the photo sheets. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. TIF images are preferable, but JPEG images are acceptable. For more information on digital photo standards contact the SHPO.

Though not required, it is strongly recommended that you obtain duplicates or photocopies of old photographs of the building if they are available. The best sources for old photographs are family photograph collections and the tax files at the County Assessors' Office.

Please submit all slides, prints, and negatives in archivally stable protective storage pages.

- 2. U.S. Geological Survey (USGS) Map -- Indicate the location of the building on a photocopy of the map and label it with the name or address of the property. Full-size USGS maps for each building are <u>not</u> required. For online USGS maps log onto http://terraserver-usa.com/.
- 3. Measured Drawings -- These are not required, though they are recommended as an important means of understanding buildings, particularly those that have received multiple additions over time. The interior and exterior of the building should be measured so that a floor plan drawing can be made that will show the room arrangement, locations of windows and doors, and wall thicknesses. Elevation drawings are not necessary.

4. Sketch Map of Site -- This is recommended for sites with outbuildings or other associated structures. The purpose of the sketch map is to show the layout of the entire property. This is especially important in rural areas where there are a number of outbuildings, corrals, fences, ditches, and so forth, associated with the primary building. It is not necessary to actually measure the entire property, though the map should be generally accurate to scale. Sketch maps should have a north arrow, a scale, and a legend on the map (including the name of the property and the date of the map). Using graph paper can make mapping easier and more accurate.

C. COMPLETING THE HISTORIC SITE FORM

Copies of the Historic Site Form can be obtained from the USHS Office of Preservation either on a disk or through e-mail. In order to complete the form properly, please follow the instructions below and refer to the completed example.

1. Identification

Name of Property -- For houses, use the name of the original owner (e.g., Smith, John, House). In cases where the original owner was not the principal, long-term occupant, combine the last names of the original owner and the principal owner with a hyphen (e.g., Smith-Johnson House). For non-residential buildings, use the historic name of the building, which was usually the name of the business or institution that first occupied the building (e.g., Commercial Bank Building, Thurber School, Salt Lake City Tenth Ward Chapel).

Address -- Provide the address, city, and county.

Current Ownership -- Give the name and address of the owner.

<u>Township, Range, Section</u> -- Fill these in only for properties that are located outside of a town and do not have an address. These designations can be found at the County Recorder's office or on the USGS map for the area.

<u>UTM</u> (Universal Transverse Mercator) grid reference -- Optional. Usually used only for very remote sites.

<u>USGS Map Name & Date</u> -- Give the name and date of the USGS map on which the property appears (e.g., Heber City Quad/1975).

<u>Tax Number</u> -- Give the official tax number assigned to the property by the County Assessor.

<u>Legal Description</u> -- This should be copied verbatim from the tax file for the property. Give the acreage of the property as well.

2. Status/Use

<u>Property Category</u> -- Check the appropriate box for the principal resource on the property.

Evaluation -- Check the appropriate box based on the property's potential eligibility for listing in the National Register. This should be based on age (50 years or older), architectural integrity and the potential to meet one of the four National Register criteria: (a) associated with events that have made a significant contribution to the broad patterns of our history; or (b) associated with the lives of persons significant in our past; or (c) embody distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or (d) have yielded, or may likely yield, information important in prehistory or history [this usually applies only to archaeological sites].

Use -- Residential, commercial, religious, educational, etc.

3. Documentation

<u>Photos/Dates</u> -- Check the appropriate boxes and provide the dates of the photographs that accompany this form.

<u>Drawings and Plans</u> -- Check the appropriate box for any plans or drawings that accompany this form or that are known to be available.

- <u>Research Sources</u> -- Check the boxes of all the sources that were consulted, whether they yielded any information or not.
- <u>Bibliographical References</u> -- Use standard bibliographical citation format for all sources that were used. For unpublished materials, please give the location where they can be found. For interviews, give the names of the narrator and interviewer, date of the interview and location of transcription.
- <u>Researcher/Organization</u> -- Provide the name of the researcher and the organization that sponsored the intensive survey.
- <u>Date</u> -- Give the month and year the form was completed.

4. Architectural Description

- <u>Building Style/Type</u> -- This information can be obtained from the data provided by the Reconnaissance Survey, if it has been completed. If a reconnaissance survey has not yet been done, use the type and style designations outlined in <u>Utah's Historic Architecture</u>, 1847 1940 by Thomas Carter and Peter Goss (University of Utah Graduate School of Architecture and the Utah State Historical Society, 1988).
- No. Stories -- Wall dormers or gable-end windows into occupiable space typically constitutes a half (1/2 or .5) story.
- <u>Foundation Material</u>: Typically stone, brick or concrete. Please note if original material has been covered with concrete or other material.
- <u>Wall Material(s)</u> -- Give only the principal materials used on the walls (e.g., brick, stone, adobe, drop siding, shingle).
- <u>Additions</u> -- Mark the appropriate category (none, minor, major) and describe below any minor or major additions, including dates they were added.
- <u>Alterations</u> -- Mark the appropriate category (none, minor, major) and describe below any minor or major alterations, including dates.
- Number of associated outbuildings and/or structures -- Self-explanatory
- <u>Description</u> -- It is not usually necessary to give a detailed description of the physical appearance of the building and its significant architectural features, since the photographs should show virtually all of the exterior features. However, this information is required: (1) a brief description of any additions or alterations that have been made to the building; (2) a list and brief description (materials, estimated dates, condition, contributory/non-contributory status, etc.) of any outbuildings on the property; and (3) description of any features not adequately shown in the photos. Use a continuation sheet if there is not enough space on the form.

5. History

Architect/Builder -- Fill in with either the names of the architect and builder or "unknown."

<u>Date of Construction</u> -- Give the year the building was constructed. If the date is uncertain, use "probably" or circa (c.) for the most likely date.

<u>Historic Themes</u> -- Indicate which of these themes this property represents. Use "S" for significant associations and "C" for contributing associations, those that contribute to a better understanding of a theme but are not significant. Examples: "S" for Art for the home of a significant artist; "S" for Architecture for a significant example of an architectural style or type; "C" for Agriculture for a "typical" farmstead; "C" for Architecture for a well-preserved but unexceptional example of a particular style or type. Be inclusive rather than overly selective.

<u>History</u> -- This should be a chronological history of the building that provides the names of the owners, the dates of their ownership or occupation, biographical information, and other historical information pertaining to the construction and use of the building. Though the focus of this history should be the original owner and the principal early occupants, brief mention should also be made of the building's more recent history (see the example). Use a continuation sheet if there is not enough space on the form. Use footnotes to reference the sources of key points of the building's history.

INTENSIVE LEVEL SURVEY CHECKLIST

Checklist of items required for each surveyed property:

- 1. _ Completed Historic Site Form (clearly handwritten or typed)
- 2. _ Photographs (good representative slides or black-and-white prints (film accompanied by negatives or digital accompanied by CD ROM))
- 3. _ Completed title search form
- 4. _ Completed Biographical Research Form (or equivalent) for each principal resident from the historic period (or adequately documented history for non-residential buildings)
- 5. _ Photocopy of USGS map with location of building marked
- 6. _ Photocopies of all research materials
- 7. _ Separate file for each property (letter size)

Recommended but not required:

- 8. Measured drawing(s) of floor plan(s) and field measurements
- 9. Sketch plan of the property (**required** if there are outbuildings)
- 10. _ Photographs (B&W prints and slides, or digital images) of all exterior elevations and significant architectural details on the exterior and interior
- 11. _ Old photographs (or photocopies) of the building

BIOGRAPHICAL RESEARCH FORM

Complete this form for each of the principal owners/occupants of the building during the historic period (generally up through at least the 1940s).

OR

Submit a photocopy of their obituaries, life histories, or other biographical material that provides the same basic information requested on this form.

1.	Name		Sex
2.	Date of Birth	Locati on	
3.	Date of Death	Locati on	
4.	Parent Full Names		
5.	Name of Spouse		
6.	Date Married	Locati on	
7.	Date of Spouse s Death		
8.	Children's Full Names		
9.	Occupati ons/Date		
7.			
10.	Rel i gi on		

11.	Educati on
12.	Affiliations/Organizations
13.	Civic/Church Positions
11	Resi dences (Addresses and Dates)
14.	Residences (Addresses and Dates)
15.	Mi scellaneous Information:

TITLE SEARCH FORM

[Obtain information from title abstract books at County Recorder's Office]

Tax Number:

City:

Current Owner:

Address:

Researcher:

Address:

Legal Description	(include acreage):

TRANSACTION DATES	GRANTOR (SELLER)	GRANTEE (BUYER)	TYPE OF TRANSACTION	DOLLAR AMOUNT	COMMENTS

Date:

(10-91)

HISTORIC SITE FORM

UTAH OFFICE OF PRESERVATION

1 IDENTIFICATION

Name of Property:					
Address:			Twnshp:	Range:	Section:
City, County:			UTM:		
Current Owner Name:			USGS Map	Name & Da	ite:
Current Owner Address:					
			Tax Numbe	er:	
Legal Description (include acreage):				
2 STATUS/USE					
Property Category	<u>Evaluation</u>	<u>Use</u>			
building(s)	eligible/contributing	Origina	l Use:		
structure site	ineligible/non-contributing out-of-period	Current	IIso.		
_ object	_ our of period	Current	osc.		
3 DOCUMENTATION					
Photos: Dates	<u>Research Sources</u> (check a	all sources	consulted,	whether use	ful or not)
slides:	_ abstract of title		city/co	ounty historie	?S
prints:	_ tax card & photo			nal interview	S
historic:	_ building permit _ sewer permit		USHS USHS	Library Preservation	n Files
Drawings and Plans	sewer permu Sanborn Maps			Architects F	
measured floor plans	_ obituary index			amily Histor	y Library
site sketch map Historic American Bldg. Survey	city directories/gazette census records	ers	local	library: rsity library(i	(as):
original plans available at:	biographical encyclope	edias	<u> </u>	sity tibrary(t	<i>es)</i> .
_ other:	newspapers				
<u>Bibliographical References</u> (books, Attach copies of all research	articies, interviews, etc.) h notes, title searches, obituaries, a	ınd so fortl	h.		
1	,	,			
Researcher/Organization:				Date:	

4 ARCHITECTURAL DESCRIPTION

Building Style/Type:			No. Stories:
Foundation Material:	Wall Mate	rial(s):	
			minor _ major (describe below)
Number of associated outbuilding	ags and/or structure	es	
Briefly describe the principal bu Use continuation sheets as nece.		ions and their dates, ar	nd associated outbuildings and structures.
5 HISTORY			
Architect/Builder:			Date of Construction:
Historic Themes: Mark themes (see instructions for a		h "S" or "C" ($S = signif$	ficant, $C = contributing$).
Agriculture	Economics	Industry	Politics/
Architecture	Education	Invention	Government
_Archeology	Engineering	Landscape	Religion
<i>Art</i>	Entertainment/	Architectu	reScience
Commerce	Recreation	<i>Law</i>	Social History
Communications	Ethnic Heritage	Literature	Transportation
Community Planning	Exploration/	Maritime H	istoryOther
& Development	Settlement	Military	
Conservation	Health/Medicine	Performing	Arts

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. Explain and justify any significant themes marked above. Use continuation sheets as necessary.

HISTORIC SITE FORM

SAMPLE

(10-91)

UTAH OFFICE OF PRESERVATION

1 IDENTIFICATION

Name of Property: Johnson, Alber	t J., House			
Address: 309 South 100 East	Twnshp: 6S	Range: 3E	Section: 21	
City, County: Lincoln, Utah Count	UTM:			
Current Owner Name: Gary and E	mily Frost	USGS Map N	lame & Date:	
Current Owner Address: same		Orem Quad/1	975	
		Tax	Number: D-1	27
Legal Description (include acreage	?):			
Commencing at the NW corner of 190 feet to beginning. Less than one acre.	Lot 3 Block 6 Plat A Lincol	In Townsite Su	urvey; thence 3	3 100 feet, S 90 feet, W 100 feet, N
2 STATUS/USE				
Property Category X building(s) _ structure _ site _ object	Evaluation X eligible/contributing ineligible/non-contribu out-of-period	uting		Use: residence Use: commercial
3 DOCUMENTATION				
•	$\frac{X}{X}$ biographical enc $\frac{X}{X}$ newspapers articles, interviews, etc.) arch notes, title searches, ob	zetteers yclopedias ituaries, and so	$\begin{array}{c} \underline{X} & c \\ \underline{X} & p \\ \underline{X} & U \\ \underline{U} & \underline{U} \\ \underline{X} & L \\ \underline{loc} & \underline{X} & \underline{U} \\ \underline{X} & \underline{U} \\ \underline{B} & \underline{S} \end{array}$	ity/county histories ersonal interviews ISHS Library ISHS Preservation Files ISHS Architects File DS Family History Library eal library: niversity library(ies): YU Library
Johnson, Calvin A., "History of All	bert J. Johnson," unpublish	ed manuscript,	1955. Availa	ble at Lincoln City Library.
Legacy of Lincoln, Utah. Lincoln,	Utah: Daughters of the Ut	ah Pioneers, 19	947, pp. 147-1	49.

Researcher/Organization: Susan Jones/Lincoln CLG __Date: __1987_

4 ARCHITECTURAL DESCRIPTION

lectic/Central Block with I	Projecting Bays	No. Stories: <u>1-1/2</u>
Wall Materia	l(s): brick	
ajor (describe below) Al	terations: none _x_ mino	r _major (describe below)
1 and/or structures	<u>1</u> .	
ling, additions or alteration ry.	ns and their dates, and asso	ociated outbuildings and structures.
chind the house (c. 1960) a	nd a somewhat deteriorated	I hay derrick (c. 1915?) in the
bly James Warnick		Date of Construction: 1909
	"S" or "C" $(S = significant,$	C = contributing).
_Engineering _Entertainment/ Recreation	Landscape ArchitectureLawLiteratureMaritime HistoryMilitary	S_Politics/ GovernmentReligionScienceSocial HistoryTransportationOther
	Wall Materia njor (describe below) Al 1 and/or structures ling, additions or alteration ry. e addition of a frame porch al one (date unknown), and stl). chind the house (c. 1960) a bly James Warnick ated to this property with etails) Economics Education Engineering Entertainment/ Recreation Ethnic Heritage Exploration/ Settlement	e addition of a frame porch on the rear (c. 1930), replaced one (date unknown), and minor interior modification (a). Shind the house (c. 1960) and a somewhat deteriorated (b) and the house (c. 1960) and a somewhat deteriorated (c. 1960) and a somewhat deterio

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. Explain and justify any significant themes marked above. Use continuation sheets as necessary.

Albert J. and Sophia Warnick Johnson purchased this property from her father in 1908 and the following year had this house built. Sophia's father, Thomas Warnick, was a prominent fruit farmer in the area, and as he reached the age of retirement in the early twentieth century he began selling some of his orchard property to his children for building lots. This house is very similar in styling to the house of Sophia's brother, James Warnick, which is located through the block at 340 South 200 East. James was a builder by trade, and family records verify that he constructed his own house. Since the two houses are so similar, it is likely that he also constructed this house, though there is no written record to support that conclusion.

A recently completed architectural survey of the town indicates that this is one of only 7 well-preserved Victorian Eclectic style houses. In addition, it's also a unique local variant of the central-block-with-projecting-bays type. Distinct features of this variant include pointed- or round-arch windows in the gable ends, an eyelid dormer, and a wrap-around porch. This variant has been identified in only a few communities in Utah County. The source of the design has not yet been identified.

Albert and Sophia Johnson lived in this house until 1928, when they moved to California. Albert was in the insurance business and, while living in this house, served three terms on the Lincoln City Council. He was also instrumental in establishing the annual Peach Days celebration in the city. Albert and Sophia remained in California until their deaths in 1944 and 1963, respectively. Albert's role in local politics, especially in founding the community's Peach Days celebration, represents a significant contribution in the town's political history.

Other owners of the house include Clyde and Maude Humphries (1928-31), John and Naomi Anderson (1931-41), Stewart Bartholomew (1941-81), and the current owners, Gary and Emily Frost. The Frosts have operated a gift shop in the home since 1981. Since Stewart Bartholomew lived in the house for 40 years, local residents refer to it as the Bartholomew home. Mr. Bartholomew was a schoolteacher and principal at schools in the community for over 35 years. He retired in 1976 and moved to Salt Lake City to live with his daughter in 1981.